



## How To Create Microsoft Graph Templates

### Problem

You have a standard graph format that you wish to automatically apply using Q. You are creating your graphs in Microsoft Office 2003 or earlier (i.e., you are using *Microsoft Graph*).

### Steps to solve

This *How To* relates entirely to PowerPoint (i.e., the resulting templates are employed by Q, but are created in PowerPoint).

1. Go to PowerPoint.
2. Select a chart that you wish to set as a template and edit the chart (i.e., double click on it). If you are using Office 2007 a prompt will appear: select **Edit Existing**. It is a good idea to ensure that you use a chart that has not had any “manual” formatting (e.g., do not manually drag anything on the chart and do not change the scale of any axes).
3. Select the **Chart** menu.
4. Select **Chart Type...**
5. Select the **Custom Types** tab, and choose the **User-defined** option below the **Chart Type** panel.
6. Select **Add...** and then enter a name and a description for this chart. Make a note of this name – it will be required when applying the template.
7. Click **OK** to close the **Add Custom Chart Type** box.
8. Click **OK** to close the **Chart Type** box.

### Additional reading

*How To Apply Microsoft Graph Templates When Exporting Charts; How To Transfer Microsoft Graph Templates Between Computers; How To Use Templates When Exporting Multiple Charts*. Terms shown in italics and bold can be found in the index of the *Q Reference Manual*, the *Q Quick Start Manual* and via the **Help** menu within Q.

### What to do if the problem is not solved

If these instructions are insufficient, please email us (**Help | Email Support...**) with a detailed description of what in the instructions is not working for you and we will either provide you with more comprehensive instructions, or, upon your request, we can do the analysis for you in your file (fees apply) .